

Session 5 : Notes in Serial Records

- Why are notes important for serial records?
- How are notes constructed for serial records?
- What are the most common notes used for serial records?

References

The trainer may want to consult the following documents for this session.

CONSER Cataloging Manual, Module 13

CONSER Editing Guide, Frequency/Regularity (008/18-008/19), 310, 320, 500, 506, 515, 520, 521, 530, 550, 555

[Notes relating to linking relationships (fields 525, 580, 765-787) will be covered in Session 8]



Importance of Notes for Serials

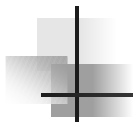
- Description is based on the earliest available issue
 - Later changes are included in notes, when important
- Many changes could be included but catalogers have to use judgment
 - When is a note useful and/or necessary?

2

Instructor's notes: Use this slide to explain that because serials are published on an ongoing basis, the description is something that is built over time through the use of notes. Not every change can be explained. Catalogers need to use judgment in adding notes. Use this as a warm up discussion.

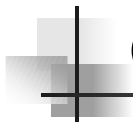
[Some ideas for changes not worth noting: editor, size, format (such as newsletter to magazine), stylistic changes that don't affect the title proper.]

Note also that in the revised Chapter 12 the rules for notes are far more complete. The rules include instructions for recording changes that occur after the first issue, as well as information not given in the body of the description, such as cumulative indexes and linking relationships.



Notes in Serial Records

- Many fields produce notes:
 - 022 and 222 (ISSN and key title)
 - 246 (variant titles and minor title changes)
 - 310, 321 and 362 1 (frequency and designation)
 - 5xx
 - 760-787 (linking notes)
- This session focuses on:
 - 310, 321 and related fixed field codes
 - 500, 515, 530, 550, and 555



Construction of Notes

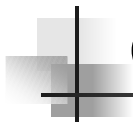
- Wording is usually not prescriptive
- Avoid using cataloger's jargon
- CONSER practice: input in MARC numeric tag order (except for 533 and 539)
 - When multiple 500 notes, give DBO and LIC last
- Construct notes in English
- Quoted notes are most often used in fields 500 and 521 (target audience note)

4

CONSER policy is to input notes in MARC numeric tag order. This order does not necessarily follow what is prescribed in AACR2. This policy recognizes that not all notes can be printed or displayed in strict AACR2 order. In addition to the 5XX fields, notes can also be printed from fields 022, 222, 246, 310, 321, 362, and the linking fields 760-787.

Regardless of the language of the serial, notes constructed by the cataloger are given in English. (Quoted notes are given in the language as found on the piece.) Names, titles, and designations may be given in the language as they appear.

Instructors: you may also want to mention Notes for Serials Catalogers, 2nd. Ed.

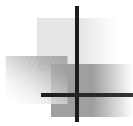


Construction of Notes

- When a note does not apply to the entire run of a serial, use numeric or chronological designations to indicate the span of issues.
- Angle brackets, as shown in the example below, are used when the exact dates a note covers are unknown.

500	Publisher varies: Elsevier, 1998-
550	Issued by: Blackwell North America, <2001->

Instructors should explain that angle brackets are used when the exact dates a note covers are unknown. This is CONSER practice and is not called for by AACR2. Abbreviate dates in notes as much as possible (e.g 1999- if Jan. 1999).

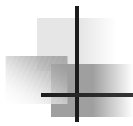


Frequency Notes

- The current frequency is encoded in the fixed field and is given as an eye-readable note (LCRI 12.7B1)

➤	Type: a	Elvl:	Srce:	Gpub: f	Ctrl:	Lang: eng
	BLvl: s	Form:	Conf: 0	Freq: m	MRec:	Ctry: dcu
	S/L: 0	Orig:	EntW:	Regl: r	ISSN:	Alph:
	Desc: a	SrTp: p	Cont:	DtSt: c	Dates:	1922,9999
➤	1 245 04	The reader's digest.				
➤	2 310	Monthly				

The CONSER policy to give a note for the frequency in all cases, even when the frequency is in the title. This is based on a request from reference librarians. Remember that even though the frequency may be in the title, it may be in another language and not obvious.



Frequency Notes

- Former frequencies are listed in field 321 earliest to latest.

310	Quarterly, \$b Apr./June 1992-
321	Quarterly, \$b 1982-1990
321	Monthly, \$b 1991-Feb. 1992

- When the frequency has changed multiple times, use a “Frequency varies” note in 321.

310	Quarterly, \$b 1991-
321	Frequency varies, \$b Aug. 1987-1990

7

When more than one 321 field is given, input them in chronological order (earliest to latest). This order was established primarily for card printing because the 321 and 310 print as a single note with 321 preceding 310. In online catalogs, the order is not critical.

As with other notes, dates are given for the period the frequency covers for a publication.

When only a current frequency is given, do not include any date coverage. It is assumed that this is the frequency for all issues beginning with the first.

Field 321 is never given without field 310.

Never use a “Frequency varies” note in field 310. When there are more than three former frequencies, CONSER uses a “frequency varies” note in field 321. With use of MARC holdings, however, it may be better to retain all former frequencies.



Fixed Field Coding for Frequency

- Frequency codes are MARC 21-defined for bibliographic and holdings formats
- Codes reflect actual or estimated frequency
- Frequency coding reflects the current frequency
- Equate to 853-855's \$w in MARC 21 holdings format

Accurate frequency information is important for bibliographic and holdings records.



Fixed Field Coding for Regularity

- Regularity codes indicate:
 - Whether the serial is issued according to that frequency on a regular basis (**r**)
 - Whether there are “normalized irregularities” (**n**)
 - Whether the serial is completely irregular (**x**)
 - When the regularity is unknown (**u**)
- Equate to 853-855 \$y in MARC 21 holdings format

9

The following slides show how the frequency and regularity codes are used in conjunction with the 310 field note.



Fixed Field Coding for Regularity: Code r

- Regularity code “r” is used when the frequency is expressed in numbers per year and is issued on a regular quarterly, monthly, etc. basis.

Site Selection is published six times a year in February, April, June, August, October, December

FREQ: b REGL: r 310 Bimonthly



Fixed Field Coding for Regularity: Code r

- If a serial is issued according to one frequency but cumulates to another, code the frequency and regularity without regard for the cumulation; use `r`.

Medieval History Index is published quarterly with the fourth issue a bound hardcover cumulation.

FREQ: q REGL: r

310 Quarterly, with the last issue being cumulative for the year



Fixed Field Coding for Regularity: Code n

- Use regularity code 'n' when field 310 mentions a regular deviation from the stated frequency

American Libraries is published monthly with the exception of the June/July issues which are combined.

FREQ: m REGL: n

310 Monthly (June/July issues combined)



Fixed Field Coding for Regularity: Code n

- Use regularity code “n” when field 310 mentions a cumulation or a supplement regularly included with the individual issues.

The *Index to Scientific & Technical Proceedings* is published monthly with one annual cumulation each year.

FREQ: m REGL: n

310 Monthly, with annual cumulation
[i.e., thirteen issues a year]

13

Fixed Field Coding for Regularity: Code x

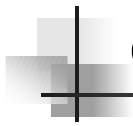
- Regularity code “x” is used when the frequency is expressed in numbers per year and is not issued on a regular (quarterly, monthly, etc.) basis or when it is completely irregular

Wrestling USA is published 11 times yearly as follows, twice a month in Oct., March, and May, once a month in Sept. Dec., Jan., Feb., and Apr.

FREQ: m REGL: x 310 11 times yearly

14

found in The closest applicable frequency code is used according to the chart
Appendix H.



General Notes: Title (500)

■ Notes relating to the title or title pages:

- 500 Title from cover.
- 500 Some issues lack title.
- 500 Subtitle varies.
- 500 Order of titles varies with language of text.
- 500 "International journal of thermodynamics."

15

Records with 500 notes about the language of the title and/or parallel titles will also have 546 language notes.

Subtitles can once again be included as a quoted note.

General Notes: Publication (500)

- Notes about commercial publishers, places or dates of publication are recorded in field 500.
- Fixed field always reflects current publisher

Country code: nyu
260 Chicago, Ill. ... \$c 1950-
500 Published: New York, 1996-

16

The fixed field for place of publication matches the most recent place of publication recorded, including that found in the 500 notes. Hence, the fixed field coding for place of publication does not always match the place given in the 260.

(Notes relating to issuing bodies are recorded in field 550.)

General Notes: Accompanying Materials (500)

- If only some issues of a serial have accompanying materials, this information is recorded in field 500.

245 00	Energy in Europe. \$p Annual energy review.
300	v. : \$b ill. ; \$c 30 cm.
362 0	Dec. 1991-
500	Accompanied by CD-ROM, 1997-

17

If each issue of a serial has the same accompanying material, this information will be included in the 300 physical description field in \$e.

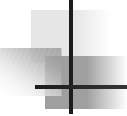


General Notes: Sections of Serials (500)

- Notes about parts or sections of serials which are not separately issued on their own and do not have their own catalog record.

500	Vols. for <1971-> include an issue called Directory of PMLA.
740 02	Directory of PMLA.

Note: do not confuse with part titles (245 \$p).



Other Physical Forms Notes (530)

- Field 530 is used to note the availability of reproductions or versions of a serial in other physical formats.

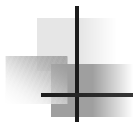
245 00	Trends in immunology.
530	Also issued online.
776 1	\$t Trends in immunology (Online) \$w ...
856	<URL>

19

Serials are frequently available in more than one physical format.

Field 530 is used frequently to note electronic versions. Catalogers may decide locally to provide information about other physical formats or versions of serials which the users of their library have access to rather than cataloging them.

If the single record option is used, only fields 530 and 856 would be given in the record. When a separate record is created for the online version, a 776 linking field is also given. More information on the CONSER single record option is included in the SCCTP Basic Serials and Electronic Serials courses and on the CONSER Web site.



Issuing Bodies Notes (550)

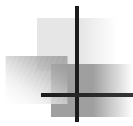
- Field 550 is used to explain issuing bodies' relationship to the serial and to justify 7XX added entries.

245 00 Journal of animal science.
260 Manhattan, Kan. : \$b American Society of
 Animal Production, \$c 1942-
550 Issued by: American Society of Animal
 Science, 1962-
710 2 American Society of Animal Production.
710 2 American Society of Animal Science.

20

Other examples include notes for joint issuing bodies, former or later issuing bodies, and sponsoring bodies. Field 550 is also used to record notes on official organs of societies.

Note that in core records, added entries do not have to be justified.



Issuing Bodies Notes (550)

- Issuing bodies should be recorded in field 550 as they appear on the piece, not as they have been established

550	Issued with: Nebraska Dept. of Education.
710 1	Nebraska. \$b State Dept. of Education.

- Not all levels of hierarchy need to be in the note



Cumulative Indexes Notes (555)

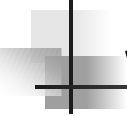
- Field 555 is used to record information on cumulative indexes created for a serial
- Equates to 868 in MARC 21 holdings format

555	Cumulative subject index included in each volume.
-----	---------------------------------------------------

555	Vols. 1 (1917)-10 (1944) in v. 11, no. 1.
-----	-------------------------------------------

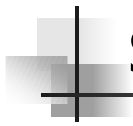
22

Do not confuse field 555 with field 510, which is used to record abstracting and indexing services.



Other Notes Used in Serial Records

- 506 - Restrictions on access
- 520 - Summary
- 521 - Intended audience
- 525 - Supplement note (session 10)
- 580 - Linking entry complexity note (session 8 -10)



Summary

- Use judgment in deciding whether to include most notes
- Use notes to record significant changes
- Notes provide information not found elsewhere in the catalog entry
- Accurate frequency information is important for bibliographic and holdings records.
- A 550 issuing bodies note is used in full level records to justify an added entry for a corporate body that has not been mentioned elsewhere in the body of the record

Exercises

XIII. Exercises

Exercise A.

1. Freq: w Regl: n
310 Weekly, with two issues combined at year end
2. Freq: b Regl: r
310 Bimonthly
3. Freq: q Regl: r
310 Quarterly, with the last issue being cumulative for the year
4. Freq: q Regl: r
310 Quarterly
5. Freq: b Regl: x Freq: m Regl. m
310 Eight no. a year *or* 310 Monthly (except June, July, Aug., Dec.)

6. Freq: m Regl: n
 310 Monthly (except July)
7. Freq: s Regl: r
 310 Semimonthly
8. Freq: t Regl: x
 310 Three times a year
9. Freq: e Regl: n
 310 Biweekly (except Christmas/New Year's; monthly July
 and August)

Exercise B. 1.

550 Issued by: Institute of Accountants in the United States of America, Oct. 1916-Jan.1917; American Institute of Accountants, Feb. 1917-May 1957; American Institute of Certified Public Accountants, June 1957-

Exercise B2

246 1 \$i Commonly known as: \$a LCIB
310 Monthly, \$b July 1997-
321 Weekly, \$b Jan. 1972-Dec. 1989
321 Biweekly, \$b Jan. 1990-June 1997
500 Not distributed to depository libraries in a physical
form, Oct. 2000-
530 Also available online.
550 Issued by: Information Office, May 27, 1985-Dec. 4, 1989;
Public Affairs Office, Dec. 11, 1989-
856 41 \$u <http://www.loc.gov/loc/lcib>

EXERCISES

- A. Provide the frequency notes and fixed field codes for each example below.

1. *Sports Illustrated* is published weekly with two issues combined at year-end.

Freq: w Regl: n
310 Weekly, with two issues combined at year end

2. *UU World* is published six times a year (January, March, May, July, September, and November)

Freq: b Regl: r
310 Bimonthly

3. *The Accounting & Tax Index* is available in three quarterly issues (January-March, April-June, and July-September), plus the cumulative year-end issue covering all four quarters.

Freq: q Regl: r
310 Quarterly, with the last issue being cumulative for the year

4. *Journal of Early Adolescence* is published four times annually – in February, May, August, and November.

Freq: q Regl: r
310 Quarterly

5. *Teaching Pre-K-8* is published monthly except June, July, August, and December

Freq: b Regl: x
310 Eight no. a year
Or
Freq: m Regl: n
310 Monthly (except June, July, Aug., Dec.)

6. *School Administrator* is published eleven times per year – monthly except July.

Freq: m Regl: n
310 Monthly (except July)

7. *Indian and Foreign Review* is published on the 15th and last day of every month.

Freq: s Regl: r
310 Semimonthly

8. *Southern Folklore* is published three times a year

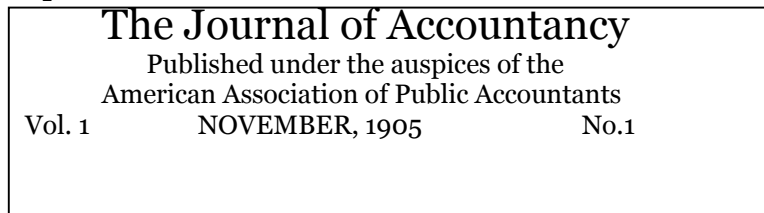
Freq: t Regl: x
310 Three times a year

9. *Commonweal* is published biweekly, except Christmas/New Year's; monthly July and August

Freq: e Regl: n
310 Biweekly (except Christmas/New Year's; monthly July and Aug.)

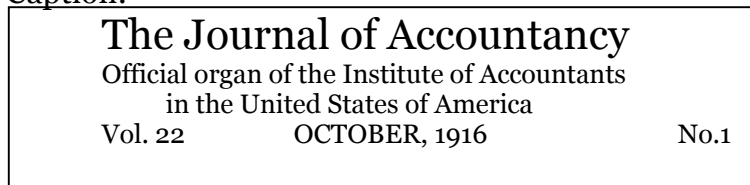
B.1. For the following examples, give the appropriate note (s) to explain the information given. Assume that you have access to the entire run of each serial.

Caption:



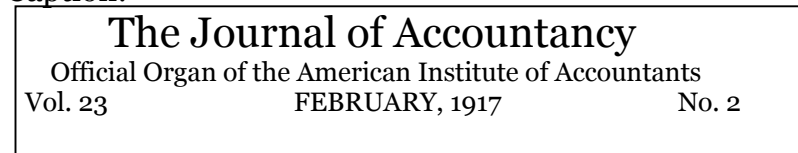
The September 1916 issue was the last issue to be published by the American Association of Public Accountants.

Caption:



The January 1917 issue was the last issue to be published by the Institute of Accountants in the United States of America.

Caption:



The May 1957 issue was the last issue to be published by the American Institute of Accountants.

Cover:



Masthead: *Journal of Accountancy*, June 1957, Volume 103, Number 6.
Published monthly and copyrighted, 1957, by American Institute of Certified Public Accountants.

ANSWER:

550 Issued by: Institute of Accountants in the United States of America, Oct. 1916-Jan. 1917; American Institute of Accountants, Feb. 1917-May 1957; American Institute of Certified Public Accountants, June 1957-

B. 2.:

**LIBRARY
OF
CONGRESS
INFORMATION
BULLETIN**

Vol. 31, No. 1

January 6, 1972

The Bulletin is commonly known as LCIB.

From Jan.1972-Dec.1989, the Bulletin was published weekly. From Jan.1990-June 1997, it was published biweekly. Since July1997, it has been published monthly.

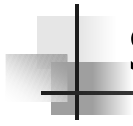
Issues for 1997- are also available online.

The Internet address is <http://www.loc.gov/loc/lcib>

Since October 2000, the Bulletin has not been distributed to depository libraries in a physical form.

Since December 11, 1989, the Library of Congress' Public Affairs Office has issued the Bulletin. From May 27, 1985-December 4, 1989, the Information Office issued it.

- 246 1 \$i Commonly known as: \$a LCIB
310 Monthly, \$b July 1997-
321 Weekly, \$b Jan. 1972-Dec. 1989
321 Biweekly, \$b Jan. 1990-June 1997
500 Not distributed to depository libraries in a physical
form, Oct. 2000-
530 Also available online.
550 Issued by: Information Office, May 27, 1985-Dec. 4, 1989;
Public Affairs Office, Dec. 11, 1989-
856 41 \$u <http://www.loc.gov/loc/lcib>



Session 6: Series

- What are series?
- Why are they important?
- What are the various treatment decisions?
- How do you use the national authority file?
- What are some of the more complicated aspects of working with series?

We will be focusing on serials in series in this session.

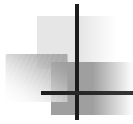


What is a Series?

- A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered (AACR2)
- The individual items in a series may be a monograph, a serial, or an integrating resource
- The series title may be the only citation a user has to a title, e.g., the series name and number

2

Series are often considered the most challenging aspect of serials cataloging. We will discuss series as a further aspect of cataloging a serial in this session.



Monographic Series

**Self help for idiots,
no. 1**

**Keep your
husband from
blowing the
budget**

Penny Pinchley

**Self help for idiots, no.
2**

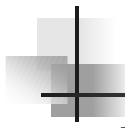
**Exercise without
exertion**

Ben Dover

Self help for idiots, no. 3

**Feng shui for the
packrat**

Ura Mess



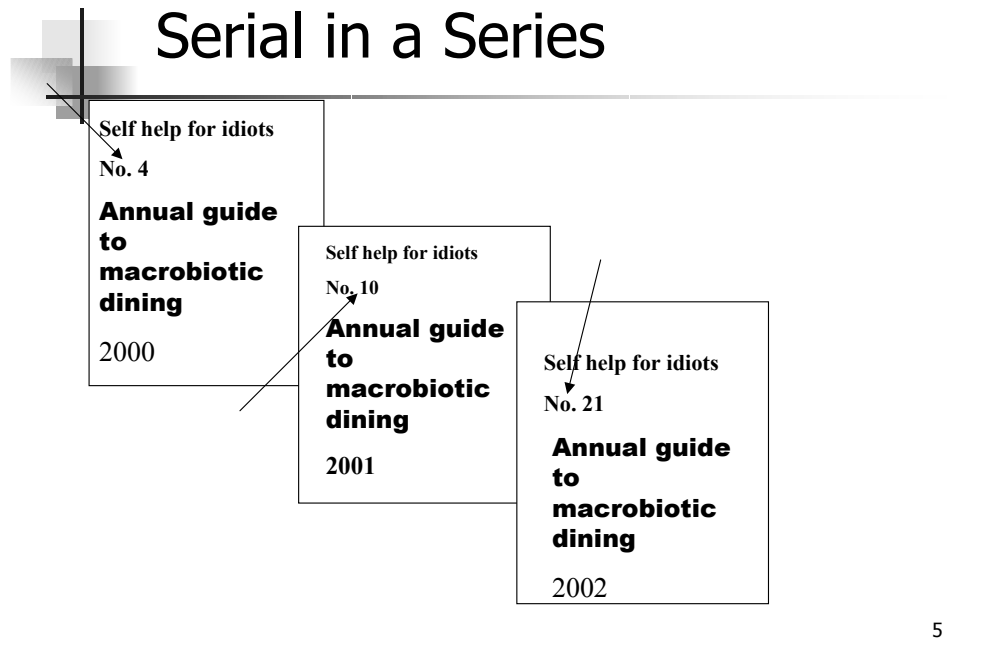
Series and Serials

- Why they're problematic to catalogers and users
 - A serial can be issued in one or more series during the time the serial is published
 - Serials can have a main series and a subseries; they can have different numbering; or one can be numbered and one not
 - Series can be cataloged as serials in themselves, i.e., collected together (whether analyzed or not)
 - Treatment decision for a series may have a special impact on serials in the series that wouldn't be as significant for the monographs in the series

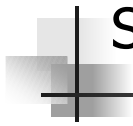
4

If a series is “analyzed,” the individual titles in the series are cataloged on their own bibliographic records, whether they're monographs, serials or integrating resources. All of the titles in the series may be cataloged (“analyzed in full”), or some of the issues may be cataloged (“analyzed in part”)

Serial in a Series



This is the same series as before but this is a serial in the series. This is an annual guide and each guide is separately numbered within the series.



Serial in a Series

As on piece:

NATIONAL BUREAU OF STANDARDS
HANDBOOK 44

1979

SPECIFICATIONS, TOLERANCES, AND OTHER
TECHNICAL REQUIREMENTS FOR WEIGHING
AND MEASURING DEVICES

6

The “Handbook” is the series, the “Specifications, tolerances ...” the serial that is issued as v. 44 in the series.

Series as a Serial

Record for a monographic series as a serial:

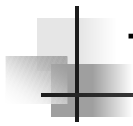
022	1382-5364
245 00	Cultures, beliefs, and traditions.
260	New York : \$b E.J. Brill, \$c 1995-
362 0	Vol. 1-

Record for an individual title in the series:

245 00	From Rome to eternity : \$b Catholicism and the arts in Italy, ca. 1550-1650 / \$c edited by Pamela M. Jones and Thomas Worcester.
440 0	Cultures, beliefs, and traditions, \$x 1382-5364 ; \$v v. 14

When cataloging a series as a serial, there is a catalog record for the series as a serial and, if the series is analyzed, for all of the individual titles in that series. For each of the individual titles that is analyzed, its catalog record has a series statement and added entry. Each volume receives the same basic call number and the number of the series.

A library may want a brief serial record for acquisitions purposes even if the series is classed separately.



Treatment Decisions

- Possibilities
 - Catalog individual titles or not?
 - Titles in the series given the same or different call numbers? Are all of the individual titles on such a narrow subject that the same call number would be the logical choice?
 - Series traced or untraced?
- Each library's cataloging staff may make different decisions based on local needs

8

“To encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the LC/PCC national-level default treatment decisions will be “analyzed in full, traced, classified separately.” – Description Cataloging Manual, Z1 pages

Each institution has its own policies/practices on how to handle different titles in series – which may depend on such factors as the collection strengths and the subject matter of a particular series, costs of cataloging, demands from professors, etc.

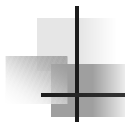
Do you want to bring a series together on the shelf or let each issue be shelved with its specific subject area? Is the series more important than the serial? Analysis may not always be necessary.

Whatever your treatment decision, it may be problematic for serials in series. If your decision is to collect within one call number and analyze a series, the holdings for a serial title within that series will be scattered on the shelf among the other analytics. If you pull out the serials and catalog them in individual call numbers, you have a broken run on the shelf for the series itself. If a user misses the note to that effect in the OPAC, he/she may not realize that the serial titles are shelved elsewhere.



Terms Used in Series Treatment

- Analysis – cataloging of the individual titles
 - Analytic: An individual title in a series
 - Analyze: To catalog the individual titles
- Collected set – a series in which all titles are 'collected' under the same classification number based on the general subject of the series
- Classed separately – a series in which each title is given its own classification number based on the specific subject of the individual title



Consulting the Authority File

- To determine
 - If a word or phrase is a series or series-like phrase
 - Correct form of entry and numbering
 - LC/PCC decision
 - Analyzed or not
 - Collected set vs. cataloged separately
 - Traced or untraced (current default decision for a newly established series is "trace")
 - When a series title changed entry

10

The first step for a cataloger with a series on a serial title is to check the national and/or local authority files. There is no separate authority file for SARs. Note: if LC has not analyzed a series that is classed together, there will be no authority record. You may need to also search the bibliographic file to determine LC treatment for a series.

In the authority file, determine:

- whether a word or phrase is a series or a quoted note -- and in your library, you may be treating some of those "quoted notes" titles as serials
- whether the series title is analyzed or not
- the correct form of entry and numbering for the series
- whether the series title is collected in one call number or cataloged as separates.

If a series title has changed entry, you may need to rethink your decision on the new title in hand. Do you still want to analyze it? Is this the appropriate time to change the classification decision? Although it is important to follow national practice on the form of entry (for consistency in the national database), treating a series title as (1) collected or not, and (2) analyzed or not, is really a matter of local needs.



Interpreting the Series Authority Record

- Form of entry (field 1xx)
- See references for variant forms of the series title including minor changes (4xx fields)
- See also references for earlier/later names of the series title (5xx fields)
- Form of numbering (field 642)
- Analysis (field 644)
- Traced or untraced (field 645)
- Classification (field 646)
- Notes (fields 667-688)
 - Citations to works in which the series was found (670 field)
 - Citations to works in which the series was not found, including earlier/later names of the series title (675 field)

11

The series authority record is important, because it enables catalogers to use the same choice and form of entry in the national database, even if we all choose different treatments based on the needs in our own libraries. A series authority record and a serial bibliographic record describe the same title, but have different purposes.

It includes the form of the series to be used (1xx), cross references (4xx and 5xx), the form of numbering (642), treatment decisions (644-646), and notes related to the series (667-688), including citations to works in which the series was found (670) or not found (675), including earlier/later names of the series title. 667 notes are sometimes helpful when they indicate that different issues of a series have title variations.

Example of a Series Authority Record

ARN: 31166
Rec stat: c Entered: 19830602
Type: z Upd status: a Enc lvl: n Source: c
Roman: ■ Ref status: a Mod rec: Name use: a
Govt agn: ■ Auth status: a Subj: a Subj use: a
Series: a Auth/ref: a Geo subd: n Ser use: a
Ser num: a Name: n Subdiv tp: n Rules: c
1 010 n 42033258 \$z n 84801426
2 040 DGPO/DLC \$c DLC \$d DLC \$d DLC-S \$d DGPO \$d DLC
3 005 19980609085649.1
4 050 QC100 \$b .U565 \$d <113>-117
5 130 0 NBS handbook
6 410 1 United States. \$b National Bureau of Standards. \$t NBS handbook
7 430 0 National Bureau of Standards handbook (1974)
8 530 0 National Bureau of Standards handbook \$w a
9 530 0 NIST handbook \$w b

12

The remainder of SAR is continued on the next slide.

<Instructors: explain the various fields briefly>

Example of SAR (cont.)

10 642 134 \$5 DLC \$5 ICU
11 643 Washington, D.C. \$b Dept. of Commerce, National Bureau of Standards
12 644 f \$5 DLC \$5 ICU
13 645 t \$5 DLC \$5 ICU
14 646 s \$d 118- \$5 DLC \$5 ICU
15 646 c \$d <113>-117 \$5 DLC \$5 ICU
16 667 Document
17 670 Fire investigation handbook, 1980.
18 670 CODASYL data description language, 1974: \$b cover (NBS handbook 113)
verso of t.p. (National Bureau of Standards handbook 113)
19 675 Radiation safety for x-ray diffraction ... 1972: t.p. (National Bureau of Standards handbook 111) cover (NBS handbook 111); \$a Software user's guide for the ... 1989: t.p. (NIST handbook)

<Instructors: explain the fields briefly>



Choice and Form of Entry for the Series Title

- Same decision process as for other serials
 - Uniform title may be necessary (AACR2/LCRI 25.5B)
- If there is an SAR in the national authority file, use that heading for consistency of access points in the database
- If there isn't an SAR in the national authority file, establish according to the rules for serials

The choice and form of entry for a series should be determined from the national authority file, and if not available there, determined from following AACR2 for choice and form of entry for serials. Does the title need a qualifier because it conflicts with another in the database? What is the most appropriate qualifier? Etc.



Series Statement and Added Entry

- Series statement (440 or 490)
 - As it appears on the issue
- Series added entry (4xx/8xx)
 - Use form in authority record
 - Can be in 440, if form on issue and form in authority record match
 - Numbering or not? (LCRI 12.6B1)
 - Is the numbering constant?
 - Yes: use in added entry on serial record
 - No: leave out of added entry on serial record

15

When a series is given on a serial you're cataloging, you need to provide a series statement as it appears on the piece in hand and you need to give an added entry in the same form as is given in the authority record. This is not different than for series on monograph titles, except that the series numbering is not given in the series statement and added entry, because the series numbering usually changes from issue to issue of a serial.

According to LCRI 12.6B1, the number of the series is included in the series statement and added entry when:

- A single issue of a serial is in a series
- A known span of issues of a serial is in a span of consecutive numbers of a series
- All issues of the serial in the series carry the same number of the series. If part of the series number is the same on all issues of the serial, record only that part and include that part in the added entry for the series



Series Statement and Added Entry

Serial in an unnumbered series; series traced differently:

130 0	Communications (Statistics Canada)
245 00	Communications = \$b Communications.
490 1	Service bulletin = Bulletin de service
830 0	Service bulletin (Statistics Canada)

This is an example of a government document serial that is issued in an unnumbered series and is just one of many serials that are published in that series. Since the unnumbered series contains many serials, analyzing fully and cataloging each serial in that series as a separate with its own call number, is the most desired treatment. Unnumbered series are generally classified separately unless a library wants to supply numbers in order to keep the volumes together on the shelf.



Series Statement and Added Entry

Serial in series; series traced the same;
series numbering remains constant:

110 2	National Conference on Weights and Measures.
245 10	Specifications, tolerances, and other technical requirements for weighing and measuring devices.
362 0	1979-
440 0	National Bureau of Standards handbook ; \$v 44

This is an example of a serial issued in a series where the numbering for the volume of the series remains constant on every issue and is therefore included in the series statement and added entry.

Series Statement and Added Entry

Serial in series; series traced the same; series title has major change(s); series numbering remains constant:

110 2	National Conference on Weights and Measures.
245 10	Specifications, tolerances, and other technical requirements for weighing and measuring devices.
362 0	1979-
490 1	1979- : National Bureau of Standards handbook ; \$v 44
490 1	-1989: NBS handbook ; \$v 44
490 1	1990- : NIST handbook ; \$v 44
830 0	National Bureau of Standards handbook ; \$v 44.
830 0	NBS handbook ; \$v 44.
830 0	NIST handbook ; \$v 44.

18

This is the same example of a serial in a series with constant numbering, but after the series title changes twice.

When the series title changes, the cataloger needs to:

- Change the series field from a 440 to a 490 traced differently field, if the title had been traced in a 440 field. (If a series title was traced in a different form, a 490/8xx combination would have already been used.)
- Add dates for the years for which the serial is in the series before the title in the 490 field.
- Give an added entry for the series in 830 field.
- Follow the same practice for each new series title on the record.



Series Statement and Added Entry

Serial in series; series traced the same; series title has a major change; series numbering different on each issue:

245 00	Oil development and production in Indiana during ...
490 1	1954-1962: Mineral economics series
490 1	1963-<1974>: Geological Survey mineral economic series
830 0	Mineral economics series.
830 0	Geological Survey mineral economics series.

19

This is an example where the series title has a major change. Because the series numbering is different on each issue of the serial, the numbering is not included in the series statement or added entry.

Series Statement and Added Entry

Serial in numbered series for some
volumes; series traced differently:

245 00	Immigration studies.
490 1	Vol. 1-3: Research in 20 th century immigration ; \$v. no. 28-30
8300	Research in 20 th century immigration ; \$v. no. 28-30.

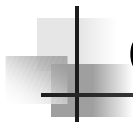
This is an example of a serial where the first three volumes appear in a series. The numbering can only be added once it is known that the serial is no longer in the series or has ceased. Most cataloging departments would not be likely to do such updating unless the series has been classed in the collection and the serial would have to be reclassified beginning with vol. 4.

Series Statement and Added Entry

Microform serial in numbered microform series;
series traced the same:

245 04 The monthly American journal of geology
and natural science \$h [microform].
533 Microfilm. \$b Ann Arbor, Mich. : \$c
University Microfilms. \$e microfilm reel ; 35 mm.
\$f (American periodical series, 1800-1850 ; 659)
830 0 American periodical series, 1800-1850 ;
\$v 659.

This is an example of a microform version of a serial and the microform is published in a series. The series statement is given in \$f of the 533 field and traced in a 8xx field.



Challenges of Series

- Serial published in multiple series
- Main series and subseries
- Unnumbered series

We will discuss these common challenges of series next.



A Serial in Multiple Series

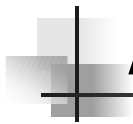
- A serial can be published in more than one series, with each series having a different treatment decision:
 - Treated as a serial (collected, unanalyzed)
 - Treated as analyzed serial (collected; analyzed)
 - Cataloged as separates (with the serial title being one of the “separates”)

23

The cataloger needs to determine for each of the series the serial is published in:

- correct choice and form of entry
- local treatment decision for each of the series.

For the first treatment option (collected, unanalyzed), there would not be a bibliographic record for the serial in the series.



A Serial in Multiple Series

Serial issued in two different analyzed numbered series; both series traced differently:

245 00	Annual report for magnetic observatories and repeat stations = \$b Rapport annual des observatoires magnétiques et des stations de répétition.
490 1	Paper / Geological Survey of Canada = \$a Etude / Commission géologique du Canada
490 1	Geomagnetic series = \$a Série géomagnétique
830 0	Paper (Geological Survey of Canada)
830 0	Geomagnetic series.

This is an example of a serial published in two unrelated series at the same time. Both series are traced differently because the headings don't match the series statements.



A Serial in a Main Series and Subseries

- A serial can be published in a main series and a subseries
 - One or both may have numbering
- Tracing the main series and subseries can differ depending on whether or not the main series is numbered or unnumbered
 - Main series unnumbered -- one series added entry
 - Main series numbered -- two series added entries

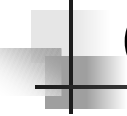
25

A main series and subseries is similar to a common title and section title, except that there is a third title on the piece – and that third title may be a monograph, serial, or integrating resource.

The cataloger needs to determine choice and form of entry and the local treatment decision for both the main series and subseries in order to complete the cataloging.

Tracing the main series and subseries will differ depending on whether or not the main series is numbered or unnumbered:

- When the main series is unnumbered, one series added entry is given.
- When the main series is numbered, a separate series added entry must be given for the main series alone, whether or not the subseries is numbered or unnumbered.



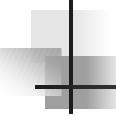
A Serial in a Main Series (Unnumbered) and Subseries

On piece: Act Universitatis Philologica 43

On record for the serial:

245 00 Prague studies in English.
440 0 Acta Universitatis Carolinae. \$p Philologica

The main series is unnumbered and the subseries has numbering in this example. There is only one series added entry and it is given in the 440 field, since it is in the same form in the 4XX field as it is in the heading.



A Serial in a Main Series (Numbered) and Subseries

On record for the serial:

245 00	Surface research.
490 1	Acta Universitatis Wratislaviensis. \$a Matematyka, fizyka, astronomia, \$x 0084-2966
830 0	Acta Universitatis Wratislaviensis.
830 0	Acta Universitatis Wratislaviensis. \$p Matematyka, fizyka, astronomia.

Because the main series has numbering, two 8xx fields are necessary. Because it is a serial in a main series and subseries and the series numbering changes from issue to issue, the series numbering is not given in the series statement or added entries.

New!

Unnumbered Series

- Now included in definition of serial
 - Primary reason is to be able to apply serial rules for title changes, entry, etc., to SARs
 - May now catalog on a serial bibliographic record rather than as individual monographs (local decision)
 - “Description based on/Latest issue consulted” notes based on the title information and date of publication of the first/latest issue in hand

28

By definition, numbered series have always been considered serials. What’s new is that unnumbered series are now serials also. Cataloging an unnumbered series as a serial is feasible, but it is not common practice.

The DBO and LIC notes were covered in Session 4.



Unnumbered Series Cataloged as a Serial

245 00	Series in Chicana/Latina studies.
260	Berkeley : \$b Third Woman Press
300	v. ; \$c 22 cm.
500	Description based on: Chicana critical issues, 1993.
500	Latest issue consulted: Latinas on stage, 2000.

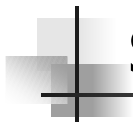
When an unnumbered series is cataloged as a serial, no formatted 362 field is possible. Instead, the DBO and, if necessary, the LIC notes include a brief citation to the first/last available issues.

Summary

- A series title may provide critical access to serials, monographs, and/or integrating resources
- Series are one of the most challenging aspects of serials cataloging
- Choice and form of entry for a series is determined in the national authority file or by following AACR2 for correct choice and form of entry for serials

30

The series statement is how it appears on the piece; the added entry needs to conform to the entry in the authority file.



Summary (cont.)

- Treatment decisions should be based on local needs, but consider the treatment decision in the national authority file
- Unnumbered series are now included in the definition of a serial and may be cataloged on a serial bibliographic record

31

It may be most cost-effective to follow the treatment decision in the national authority file, but that may not always be the best decision for your library.

Treatment decisions include:

- Analyzed or not
- Collected set vs. cataloged as separates
- Traced or untraced

<Instructors: there are no exercises for this session>



Session 7: Major and Minor Changes

- What are the principles and considerations for major and minor changes?
- What constitutes a major or minor change in title?
- What other changes require a new record?
- When is maintenance appropriate for changes to a record?

References:

Trainers may want to consult with the following:

CONSER Cataloging Manual Module 16

AACR2 and LCRI

21.2A1-21.2A2

LCRI 21.2A

21.2C + LCRI

21.3B1 + LCRI

Harmonization

- Involvement by AACR, ISSN, ISBD communities
- Goal: universal rules for when to create a new record
- Result
 - Revised AACR2 21.2A
 - Greater consistency and fewer title changes
 - Certain changes in numbering no longer require a new record

2

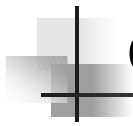
The rules for title and other major changes in AACR2 are a result of a major harmonization effort of three international standards: AACR2, the ISSN guidelines, and the ISBD(S) (now ISBD(CR)), which is developed by IFLA--the International Federation of Library Associations and Institutions.

Harmonization of title changes in particular is important because it means that a new record would be made at the same time by catalogers in various countries, regardless of which standards they are using. This means that we can make more use of international records and that there will be a better chance of having a one-to-one match of ISSN and cataloging records.

As a result of harmonization:

- additions have been made to the list of minor title changes
- provisions formerly in LCRIs are now in the rules
- we will no longer make new records due to changes in numbering.

Complete harmonization is not possible because we use corporate body main entry and the ISSN and ISBD standards don't, although they will frequently have a uniform title qualified by corporate body. Also, there is no harmonization between AACR2 and ISBD (CR)/ISSN for construction of title proper for main series and subseries.



Guidelines

- In comparing a serial title to an existing record, use the title on the title page or t.p. substitute
- Consider any changes to the choice of entry separately from changes in the title proper
 - A change in main entry may require a new record even if the title proper does not change
- Main entry may or may not be reflected in the description

When comparing variant title presentations on different issues in order to determine whether a major change has occurred, do so following the prescribed sources for the title. In other words, compare the title that is found on the title page or on the highest ranking title page substitute in the later issue to the title given in the 245 field of the record.



Guidelines for Record Maintenance

- May need a note and added entry(ies) for changes not requiring a new record
- “New” minor title change rule may mean that CONSER will consolidate some existing unauthenticated records on OLCLC

Generally, CONSER will not consolidate CONSER authenticated records that were made under the “old” rules. Members have decided they’d like to consolidate unauthenticated records found on OCLC for cases that would now be considered minor title changes. However, consolidating records can cause problems for previous ISSN assignments and affect holdings on OCLC records, so CONSER members have agreed to proceed cautiously with consolidating unauthenticated OCLC records.

The ISSN Network will incorporate the new title change rules when it publishes its ISSN Manual sometime in 2003. So there may be some AACR2 unauthenticated records in OCLC that show separate ISSN for titles that would not be considered title changes under the 2002 revision. CONSER members will consult with the ISSN Network centers in resolving problems with these records.

Similarly, CONSER members will consult with OCLC if unauthenticated separate records for “new” minor changes have been online for a long time and have large numbers of holdings



Major and Minor Changes

New!

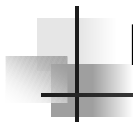
- Major changes (create new record) may include:
 - Title proper
 - Personal or corporate main entry
 - Corporate body as uniform title qualifier
 - Edition statement
 - Physical medium

5

“Major” and “minor” changes are new terminology adopted from the ISBD standard.

A major change in any area of the description requires a new record, e.g., a change in title that is determined to be a major change requires a new record.

Before the concept of major/minor, catalogers frequently used “title changes” to mean any change that requires a new record. Now we can more accurately refer to these as “major changes.”



Major and Minor Changes (cont.)

- Minor changes (make a note if necessary) may include:
 - Title proper
 - Uniform title qualifiers other than corporate body or medium (e.g., place)
 - Numbering
 - Edition statement

A minor change (if important) MAY require:

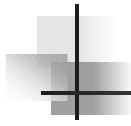
- changes to the description
- adding or changing notes
- additional access point(s)



Changes in Title Proper: Considerations

- Consider only the title proper (subfields \$a, \$n, and \$p) as given in the 245 when comparing against issue in hand
 - Do not include other title information
- When making decisions for cases that are not clear cut, consider:
 - Is there a change in the overall work?
 - Would patrons be likely to see this as a change?
 - What will the overall impact be?

<Instructors: this is a good place to give a little general philosophy about title changes and how we make decisions. You might mention that the emphasis of the revision of AACR2 has been to reduce the number of title changes, but this does not mean that we don't follow the rules. But acknowledge that there are many times when a clear cut decision is not possible and that they will have to use their judgment. >



Major Changes in Title Proper AACR2 21.2A1

8

There are now separate rules for major and minor title changes. The major change rule provides for three situations in which a major change occurs. These are not new but are more clearly stated in the revised rule.



Major Change: Change in the First 5 Words

- Addition, deletion, change, or reordering of any of first 5 words (first 6 words if the title begins with an article)
 - Remember: Count all words, regardless of how small (e.g., of, the)
- Exception: the change belongs to one of the categories considered to be a minor change (in AACR2 21.2A2.)

This is NOT a change in practice – this has always been in the rules.

Count all of the words in determining the first 5 (or 6). Do not just count the important words!

Examples are given on the next slide.

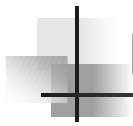
Major Change: Change in the First 5 Words

245 00 Journal of alcohol education
To:
245 00 Journal of alcohol and drug education

245 00 American rowing
To:
245 00 USrowing

245 00 Polk city directory. \$p Kelso-Longview, Washington
To:
245 00 Polk city directory. \$p Kelso, WA

These are examples of changes in the first 5 words of a serial title that don't fit any of the minor change categories; they are not "new" to the rules.



Major Change: Change in Scope

- Addition, deletion, or change of any word after first 5 words (first 6 with article) that changes the meaning of the title or indicates a different subject matter

245 00 Money for graduate students in the social sciences

To:

245 00 Money for graduate students in the social & behavioral sciences

This is NOT a change in the rules.

In this example, the addition of the word “behavioral” changes the scope of this title.



Major Change: Change in Name of the Corporate Body

- The name of a corporate body included in the title changes, and
- The change in name requires a new authority record

245 00 Journal of the African Society.

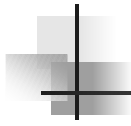
710 2 African Society.

To:

245 00 Journal of the Royal African Society.

710 2 Royal African Society.

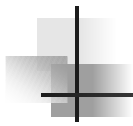
This is NOT a change in the rules.



Minor Changes in Title Proper AACR2 21.2A2

13

There are 9 provisions for minor changes in title proper.



Minor Changes: What's New?

- Three new provisions anywhere in the title
 - Same corporate body added/dropped/changed form
 - Words in a list
 - Words that denote the type of resource
- AACR2 now includes categories from LCRIs
- In case of doubt, treat a change as **minor**

Minor Change: Corporate Body in Title (AACR2 21.2A2.c)

New!

- Difference involving name of the same corporate body and elements of its hierarchy or their grammatical connection *anywhere* in title

International Telecommunication Union.

Report on telecommunication and the peaceful uses of outer space

To:

Report by the International Telecommunication Union on
telecommunication and the peaceful uses of outer space

The world
To:
UUA world

Journal of the American Institute of Electrical
Engineers
To:
Journal of the A.I.E.E.

15

This rule allows for the corporate body to be added or dropped anywhere in the title or for a change in the way the name is presented. What's really new is that changes at the beginning are now minor. Formerly the rule included only additions or deletions at the end of the title. If the corporate name is different, the cataloger needs to first determine if a new heading would be needed for the body.

In the first example, the name is inserted into the title.

In the second example, an initialism for the corporate body is added at the beginning of the title.

In the third example, the corporate name is first spelled out and then the initialism of the name is substituted. The name has not changed, however.

Note that personal names are not covered by this rule.

Minor Change: Words in a List (AACR2 21.2A2.h)



- The addition to, deletion from, or change in the order of words in a list anywhere in a title, provided there is no significant change in the subject matter
- In most cases, consider a list to have at least three or more components (LCRI 21.2A2)

Philosophical magazine. A, Physics of condensed matter,
defects and mechanical properties

To:

Philosophical magazine. A, Physics of condensed matter,
structure, defects and mechanical properties

16

In deciding whether there is a significant change in subject matter (which would make it a major change), consider the whole serial and the impact of the change on the overall contents. Ask yourself if you would be likely to add a subject heading. In most cases, the fewer items there are in the list, the more likely it will be that a change to one of them would be significant. But this will not always be the case, and decisions will have to be made on a case-by-case basis.

In case of doubt, treat changes to words in a list as minor!

Minor Change: Words Indicating Type of Resource (AACR2 21.2A2.i) ^{New!}

- Addition, deletion, or rearrangement *anywhere* in the title of words that indicate the type of resource, e.g., "magazine," "journal," "newsletter"

Bulletin des communications
To:
Communications

Theatre
To:
Theatre magazine

European history
To:
European history series

BUT MAJOR:
Theater journal
To:
Theater magazine

17

Words added or dropped at the beginning of the title now can also be minor changes. This is really a "major" change for serials catalogers to get used to!!!

Publishers often put this type of word in a much smaller typeface above or below the rest of the title proper.

Note that a change in the "type of resource" word is major.

Note that changes to words denoting frequency are not included and still may result in major changes.



Minor Change: Words Indicating Type of Resource (LCRI 21.2A2.i)

Organic chemistry review To: Review of organic chemistry

Note: "Rearrangement" appears in the Nov.
2002 LCRI updates and will be in the 2003 update to
AACR2.

Minor Change: Representation of Word(s) (AACR2 21.2A2.a)

- Difference in representation of a word or words anywhere in the title
 - One spelling vs. another
 - Abbreviated word or sign or symbol vs. spelled-out form
 - Arabic numeral(s) vs. roman numeral(s)
 - Numbers or dates vs. spelled-out forms
 - Hyphenated words vs. unhyphenated words
 - One-word vs. two-word compounds, whether hyphenated or not
 - Acronym or initialism vs. full form **New!**
 - Change in grammatical form (e.g., singular vs. plural)

19

These differences in representation of a word or words were already in the rules.

Note one difference is that acronym/initialism vs. full form is now a minor change.

<Instructors: don't read out the entire slide, just give a few then move on to the examples on the next slide>



Minor change: Representation of word(s)

- If the entire title is changed from full form or acronym to the opposite, consider the change to be minor
Journal of applied mechanics → JAM



Minor Change: Representation of Word(s)

The twentieth century
To:
20th century

Los Angeles woman
To:
LA woman

New York folklore newsletter
To:
New York folk lore newsletter

The first example has a change from a spelled-out form of a word to a numeric form.

The second example has a spelled-out form of Los Angeles that is changed to an initialism of the place name.

The third example has a one-word compound that is changed to a two-word compound.



Minor Change: Articles, etc., and Punctuation

- Addition, deletion or change of articles, prepositions, or conjunctions anywhere in the title (AACR2 21.2A2.b)
- Addition, deletion or change of punctuation anywhere in the title (AACR2 21.2A2.d)
 - Initialisms
 - Letters with separating punctuation vs. those without

A.W.R. bulletin To: AWR bulletin

This was already in the rules.

Minor Change: Fluctuating Titles (AACR2 21.2A2.g)

- Different titles used according to a regular pattern

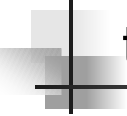
245 00	DC versus Marvel/Marvel versus DC.
246 3	Marvel versus DC/DC versus Marvel
500	Title alternates between: DC versus Marvel/Marvel vs. DC, and Marvel versus DC/DC versus Marvel.

245 00	Occupational compensation survey—pay only. \$p Alaska.
246 1	\$i Some issues have title: \$a Occupational compensation survey—pay and benefits. \$p Alaska

23

This previously appeared in LCRI 21.2C only. Fluctuating titles occur when two or more titles proper are used on different issues of a serial according to a regular pattern. This can usually be determined only retrospectively.

In the second example, this difference in title occurs every fourth or fifth year.



Minor Change: Words That Link to Numbering (AACR2 21.2A2.f)

- Addition, deletion, or change of words anywhere in the title that link the title to the numbering

110 2	Harvard University. \$b Library.
245 10	Annual report for the year ... / \$c Harvard University Library.
246 1	\$i Vols. for 1983/1984- have title: \$a Annual report

This was formerly in an LCRI.

Minor Change: Titles in More Than One Language (AACR2 21.2A2.e)

- Different order of titles when title is given in more than one language on the chief source
- Title chosen as title proper must still appear as a parallel title on the chief source

Türk Zooloji Dergisi
Turkish Journal of Zoology

To:

Turkish Journal of Zoology
Türk Zooloji Dergisi

25

Serials issued in multiple languages often change the order of the titles so that no one language predominates. In most cases, such changes are considered to be minor and a note may be made, such as “Order of titles varies.”

In this example, the primary language of the text presumably changed at the same time as the order of the titles was changed, but both titles remained on the serial.

Major Change: Titles in More Than One Language

- But if the title chosen as title proper is not retained, the change is **major** (AACR2 21.2.A2.e)

On issue:

Agricultura
Landbrug
Landwirtschaft
Georgia [in Greek]
Agriculture [English]
Agriculture [French]
Agricoltura
Landbouw

Changes to:

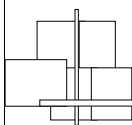
Landbrug
Georgia [in Greek]
Agriculture [English]
Agriculture [French]
Landbouw

26

In a case where the title chosen as title proper is no longer retained, however, the change would be major.

In this example, the title proper disappears, although the parallel titles continue on the later issues, with one of them becoming the title proper. FYI: it is clear from subtitle information that the “Agriculture” titles are English or French.

Major and Minor Changes in Main Entry and Uniform Title Qualifiers AACR2 21.3B1



Major Change: Main Entry (AACR2 21.3B1.a)

- A change in the name of the corporate body used as the main entry, or
- A change in responsibility: corporate body used as main entry is no longer responsible for serial

110 2	American Telephone and Telegraph Company.
245 10	Annual report of the American Telephone and Telegraph Company for ...

To:

110 2	AT & T.
245 10	Annual report / \$c AT&T.

28

In this example, the body changed its name from a full form to an abbreviated form and a new name authority record was created. Because the serial is entered under corporate body, this is a major change. The fact that the body is given in the title and has changed also constitutes a major change.

Major Change: Corporate Body Qualifier in Uniform Title (AACR2 21.3B1)

- A change in the name of the corporate body used as the qualifier in the uniform title main entry, or
- A change in responsibility from the corporate body used in the uniform title to a different corporate body

130 0	Technical report (Idaho Cooperative Fishery Research Unit)
245 00	Technical report / \$c Idaho Cooperative Fishery Research Unit.

To:

130 0	Technical report (Idaho Cooperative Fish and Wildlife Research Unit)
245 00	Technical report /\$c Idaho Cooperative Fish and Wildlife Research Unit.

29

The corporate body is used as the qualifier for titles that are generic, i.e., those that consist solely of words indicating the type and/or periodicity of the serial. Because a change in body requires a new record, the corporate body isn't normally used as a qualifier in other situations (although some people think it would be more meaningful than place of publication).

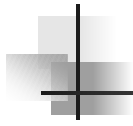
Minor Change: Other Uniform Title Qualifiers

- A change in place name, frequency, or other qualifier used in the uniform title is **minor**
 - Add note with information on the change, if considered important

130 0	Molecular crystals & liquid crystals bulletin (New York, N.Y. : 1991)
245 00	Molecular crystals & liquid crystals bulletin.
260	New York : \$b Gordon & Breach Science Publishers, \$c 1991.
362 0	Vol. 6, no. 1-2 (Jan./Feb. 1991)-v. 6, no. 8 (Aug. 1991).
500	Place of publication varies: Philadelphia, Pa., May-Aug. 1991.

30

Fixed field value for place of publication should also be changed to current place of publication in this example.



Major and Minor Changes in Physical Medium and Edition Statement

Major Change: Physical Medium (LCRI 21.3B)

- A change in the physical medium at the level of the SMD

130 0 Serials directory (Birmingham, Ala.)
245 04 The serials directory : \$b an international reference book.
300 v. ; \$c 28 cm.

To:

130 0 Serials directory (Birmingham, Ala. : CD-ROM ed.)
245 04 The serials directory \$h [electronic resource] : \$b
EBSCO CD-ROM : the serials directory database
compiled by EBSCO Publishing.
300 CD-ROMs ; \$c 4 ¾ in.

32

Also, per the LCRI, a change from CD to DVD would be a reason to create a new record.

Changes that would not impact the SMD, such as file formats or reduction ratios do not require new records.

Major Change: Edition Statement (LCRI 12.2F1.a)

~~New!~~

- A change in the wording of an edition statement indicating a change in the scope of the serial

130 0	Outlook (Seattle, Wash. : Greenwood ed.)
245 00	Outlook.
250	Greenwood ed.

To:

130 0	Outlook (Seattle, Wash. : Greenwood-Ballard ed.)
245 00	Outlook.
250	Greenwood-Ballard ed.

33

In many cases such as this, there may be multiple editions with mergers and splits. This is a made-up example of a local newspaper that adds a neighborhood in the edition statement (and this edition actually does exist) and therefore requires a new record.



Minor Change: Edition Statement (AACR2 12.2F1)

- Changes in the edition statement that do not imply a significant change in scope

245 00 National underwriter
250 Property & casualty insurance ed.
500 Issues for Dec. 29, 1986-Jan. 2, 1989 called Property & casualty/employee benefits edition; for Jan. 9, 1989 called Property & casualty/risk & benefits management edition.

If in doubt, consider change to be minor.

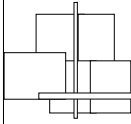


Minor Change: Edition Statement (AACR2 12.2F1)

- The edition statement is added or dropped and no significant change is implied

245 00	International textile bulletin.
	\$p Dyeing/printing/finishing / \$c ITS.
250	World ed.
362 0	1965, 1-1997, 4.
500	Lacks edition statement, 4 th quarter, 1981-1997.

Minor Change in Numbering



Minor Change: Numbering (AACR2 12.3G1)



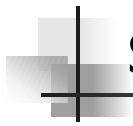
- Numbering changes are all minor!
- Serials that repeat the same numbering scheme without the use of “new series” may be kept on the same record with “new ser.” (or its equivalent) supplied by the cataloger

362 0 Vol. 1, no. 1 (July 1972)-v. 18, no. 5 (Nov. 1989) ;
[new ser.], v. 1, no. 1 (July/Aug. 1990)-

37

Most numbering changes have always been minor. Prior to the revision of AACR2, an LCRI directed catalogers to make a new record when the same system of numbering was used again, beginning with vol. 1, no. 1 (or its equivalent).

With the new provision in AACR2 12.3G, catalogers can supply the designation “[new. ser.]” in order to distinguish one vol. 1, no. 1 from the other. However, the old LCRI was based on needs of check-in, shelving and binding; internal practices may need to be reviewed.



Summary

- Major changes may include: title proper, corporate body used as main entry or uniform title qualifier, edition statement, physical medium
- Three new minor title change provisions anywhere in the title will mean fewer new records
 - Corporate body added/dropped/changed form
 - Words in a list
 - Words that denote the type of resource
- If in doubt whether a change is major or minor, **consider it minor**

SESSION 7: MAJOR OR MINOR CHANGE EXERCISE ANSWERS

<Instructors: do this exercise in a group discussion>

Instructions: mark each change as **major** or **minor**; give the **rule number or reason** for your decision.

Below is the text of the major and minor change rules from the revised AACR2.

21.2A. Definition

21.2A1. Major changes. In general, for all bibliographic resources except integrating resources, consider as a major change in a title proper the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in 21.2A2.

Consider also as a major change the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.

Also consider as a major change in title proper a change in a corporate body name given anywhere in the title if it is a different corporate body.

21.2A2. Minor changes. In general, consider the following to be a minor change in a title proper:

- a) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))
- b) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
- c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)
- d) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- e) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper still appears as a parallel title
- f) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
- g) two or more titles proper used on different issues of a serial according to a

regular pattern

- h) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- i) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.

As appropriate, give, in the note area (see 1.7B4), those changes not considered to constitute a major change in the title proper.

Remember: Always compare changes in title to the title proper, not to the variants given in field 246!

1. 245 00 Publications de la Société française de musicologie. \$n Seconde série.

To:

_____ Publications de la Société française de musicologie. \$n Deuxième série

[**MINOR.** AACR2 21.2A1 – the change is after the first 5 words and does not change the meaning of the title or scope. AACR2 21.2A2.a) – difference in representation of a word -- does not fit here because it's a different word]

2. 245 04 The journal of the American Chamber of Commerce in Japan

To:

_____ Journal

[**MINOR.** AACR2 21.2A2.c) – deletion of name of corporate body]

3. 245 00 Employee benefits : \$b research study

To:

_____ Employee benefits study

[**MINOR.** AACR2 21.2A2i. The addition of the word 'study' is a word denoting type of resource.

4. 245 00 Materials transactions, JIM

To:

_____ Materials transactions

[note: "JIM" is Japan Institute of Metals]

[**MINOR.** AACR2 21.2A2.c) – deletion of initialism for corporate body at end of title]
["JIM" is treated as part of the title on the piece and separated by comma]

5. 245 00 Philosophical magazine. \$n B, \$p Physics of condensed matter, electronic, optical, and magnetic properties

To:

_____ 5a. Philosophical magazine. \$n B, \$p Physics of condensed matter, structural, electronic, optical, and magnetic properties

[**MINOR.** AACR2 21.2A2.h) – words in a list]

To:

_____ 5b. Philosophical magazine. \$n B, \$p Physics of condensed matter, statistical mechanics, electronic, optical, and magnetic properties

[**MINOR.** AACR2 21.2A2.h) – words in a list and assuming this is not a significant change in subject matter; note that comparison is with title 5.]

6. 245 04 The new annual register, or, General repository of history, politics, and literature for the year ...

To:

_____ New annual register, or, General repository of history, politics, arts, sciences, and literature for the year ...

[**MAJOR.** AACR2 21.2A1) – change after the first 5 words that indicates a change in scope. The interpretation of words in a list and “significant changes to scope” are going to be difficult to apply.]

7. 245 00 Journal of African American male studies

To:

_____ Journal of African American men

[**MAJOR.** AACR2 21.2A1 – change within the first 5 words]

8. 245 00 League of Historic American Theatres inc. : \$b [newsletter]

To:

_____ Newsletter / \$c League of Historic American Theatres

[**MAJOR.** AACR2 21.2A1 – change within the first 5 words]

9. 245 00 Depository institutions and lending industry developments

To:

_____ Lending and depository institutions industry developments

[**MAJOR.** AACR2 21.2A1 – reordering of the first 5 words. LCRI 21.2A says there must be three items to constitute a list, so this is not a list]

10. 245 00 Means square foot costs

To:

_____ Square foot costs

[Note: “Means” stands for the R.S. Means Company]

[**MINOR.** AACR2 21.2A2.c) – deletion of corporate name at beginning of title.]

11. 245 00 Working papers of the Center for Studies on Biology

To:

_____ 11a. Working papers of the Center for Studies in Biology

[**MINOR.** LCRI 24.2 – change in preposition in corporate name does not constitute a name change. This is a made-up example]

To:

_____ 11b. Working papers of the Center for Studies in Life Sciences

[**MAJOR** in comparison with title 11. AACR2 21.2A1 – change in corporate body name in the title]

12. 245 00 Washington state lodging & travel guide

To:

_____ Washington state lodging and travel planner

[**MINOR.** AACR2 21.2A1 – change after the first 5 words and it doesn't change the meaning]

13. 110 2 Banc One Corporation.

245 10 Annual report / \$c Banc One Corporation

To:

_____ Bank One Corporation ... annual report

[Spelling in name does change from “c” to “k”]

[**MAJOR.** AACR2 21.2A1 – change in corporate body name in the title. This was a name change by the bank; LCRI 24.2 about change in representation of a word in the name does not make this minor.]

14. 245 00 General report of the Council of Agriculture

To:

_____ COA general report

[**MINOR.** AACR2 21.2A2.c) – variant form of name in different place in the title]

15. 245 00 Journal of the Chemical and Metallurgical Society of South Africa

To:

_____ Journal of the Chemical, Metallurgical and Mining Society of South Africa

[**MAJOR.** AACR2 21.2A1 – change in corporate body name in the title]

16. 245 00 Journal of earth sciences, Nagoya University

To:

_____ Journal of earth and planetary sciences, Nagoya University

[**MAJOR.** AACR2 21.2A1 – change within the first 5 words]

17. 245 00 Checklists and illustrative financial statements for stock life insurance companies

To:

_____ 17a. Checklists and illustrative financial statements for life insurance companies

[**MINOR.** AACR2 21.2A1 – change after the first 5 words that doesn't change the meaning]

To:

_____ 17b. Checklists and illustrative financial statements for life and health insurance entities

[**MAJOR.** In comparison with title 17. AACR2 21.2A1 – change after the first 5 words that changes the scope of the title]

18. 245 00 CDA journal /\$c California Dental Association.

To:

_____ 18a. CDA journal of the California Dental Association

[**MINOR.** AACR2 21.2A2.c) – addition of the corporate body at the end of the title]

To:

_____ 18b. Journal of the California Dental Association

[**MINOR.** AACR2 21.2A2.c) – deletion of the corporate body initialism at the beginning of the title and addition of the full form at the end of the title (in comparison with title 18)]

19. 130 0 Annual progress report (U.S. Army Medical Research Institute of Infectious Diseases.

245 00 Annual progress report / \$c U.S. Army Medical Research Institute of Infectious Diseases.

To:

_____ U.S. Army Medical Research Institute of Infectious Diseases annual progress report.

[**MINOR.** AACR2 21.2A2.c) – addition of corporate body at beginning of the title]

20. 245 00 Affirmative action/equal employment opportunity annual work plan

To:

_____Affirmative action/equal opportunity annual work plan

[**MAJOR.** AACR2 21.2A1 – change within the first 5 words]

21. 245 00 Journal of the Canadian Association of Radiologists

To:

_____Canadian Association of Radiologists journal

[**MINOR.** AACR2 21.2A2.c) – rearrangement of corporate name in the title]

22. 110 1 Texas. \$b State Dept. of Education.

245 10 Biennial report of the State Superintendent of Public Instruction for ...

To:

_____22a. Texas. \$b State Dept. of Education.

Biennial report of the State Department of Education for ...

[**MINOR.** AACR2 21.2A1 – change after the first 5 words; variation of name]

To:

_____22b. Texas. \$b State Dept. of Education.

Biennial report

[**MINOR** in comparison to title 22. AACR2 21.2A2.c) – deletion of corporate body name at end of title]

To:

_____22c. Texas. \$b State Dept. of Education.

Biennial report of the State Superintendent of Public Instruction, State of Texas

[**MINOR** in comparison with title 22. AACR2 21.2A2.c) – change in presentation of corporate name at end of title; also change after 1st 5 words that doesn't affect meaning]

To:

_____22d. Texas. \$b State Dept. of Education.

Biennial report

[**MINOR.** In comparison with title 22. AACR2 21.2A2.c) – deletion of corporate body name at end of title]

23. 245 00 General report on the activities of the Communities / \$c Commission of the European Communities.

To:

_____General report on the activities of the European Union / \$c European Commission.

[**MAJOR.** AACR2 21.2A1 – change of corporate body name in the title]

24. 110 2 Texas Education Agency.
245 10 Biennial report

To:

_____24a. Texas Education Agency.
Biennial report to the Governor and Legislature [one issue: 1956/58]

[**MINOR.** LCRI 21.2A includes the addition/deletion of recipients of a report as minor changes under category c]

To:

_____24b. Texas Education Agency.
Biennial report

[**MINOR.** AACR2 21.2A and 21.2C: Since the first change was considered to be minor, this later change, when compared to the title proper (title 24) is not a change at all!.]

25. 110 2 Thomas Burke Memorial Washington State Museum.
245 10 Biennial report.

To:

_____Annual report.

[**MAJOR.** AACR 21.2A1 – change in first 5 words of title]

26. 245 00 Proceedings of the Ocean Drilling Program. \$n Part A, \$p Initial report
To:

_____26a. Proceedings of the Ocean Drilling Program. \$p Initial report

[**MINOR.** AACR2 21.2A1 – change after the first 5 words that doesn't change the meaning of the title]

To:

_____26b. Proceedings of the Ocean Drilling Program. \$p Initial reports

[**MINOR.** AACR2 21.2A1 – change after the first 5 words; 21.2A2.a) – singular vs. plural representation of word]

27. 245 00 Parents' magazine

To:

_____27a. Parents' magazine & family home guide

[**MAJOR** compared to title 27. AACR2 21.2A1 – addition of words within the first 5 words of the title]

To:

_____27b. Parents' magazine & better homemaking

[**MAJOR** compared to title 27a. AACR2 21.2A1 – change of words within the first 5]

To:

_____27c. Parents' magazine & better family living

[**MAJOR**. Compared to title 27b. AACR2 21.2A1 – change of words within the first 5]

To:

_____27d. Parents' & better family living

[**MINOR**. Compared to title 27c. AACR2 21.2A2.i) – deletion of word “magazine” in the title]

To:

_____27e. Parents' magazine & better homemaking

[**MAJOR**. Compared to title 27c. AACR2 21.2A1 – change within the first 5 words]

To:

_____27f. Parents' magazine

[**MAJOR**. Compared to title 27e AACR2 21.2A1 – deletion of words within the first 5 words]

To:

_____27g. Parents

[**MINOR**. Compared to title 27f. AACR2 21.2A2.i) – dropping of word “magazine” at end of title]

To:

_____27h. Parents magazine

[**MINOR**. Compared to title 27f. AACR2 21.2A2.i) – addition of the word “magazine” and previous change was minor, so it actually still matches the title proper]

To:

_____27i. Parents

[**MINOR**. Compared to title 27f. AACR2 21.2A2.i) – deletion of word “magazine” at end of title; AACR2 21.2A2.g) – also becomes a fluctuating title]

